



AMIS Training Manual

AE103: CDFI/NACA Program Matching Funds Submission (for 2015 CDFI/NACA Program Award Recipients)

October 2015

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1 Introduction



AE101: Getting Started – Navigating AMIS (for CDFI Fund External Users) is a pre-requisite for the training manual you are currently viewing, *AE103: CDFI/NACA Program Matching Funds Submission (for 2015 CDFI/NACA Program Award Recipients)*.

2015 CDFI/NACA Program award recipients must submit matching funds information in AMIS. This requires the award recipient to have an AMIS account. Please refer to the *AE101: Getting Started – Navigating AMIS (for CDFI Fund External Users)* training manual on how to set up an account.

The objective of this training manual is to provide 2015 CDFI/NACA Program award recipients with instructions on how to complete and submit the requested information on matching funds. Training on how to provide information on matching funds as part of a new CDFI/NACA Program Application will be provided at a later date.

2 Update the CDFI/NACA Organization Profile

If information on your organization has changed, your Organization Profile needs to be updated. To update the CDFI/NACA Organization Profile:

1. Log in to AMIS.
2. Click the **Organizations** tab to be forwarded to the Organizations Home page.
 - a. Your organization is listed under the Recent Organizations section; alternatively,
 - b. If your organization is not listed, select **All Organizations** and then click the **Go!** button next to View to be forwarded to the Organizations list view.

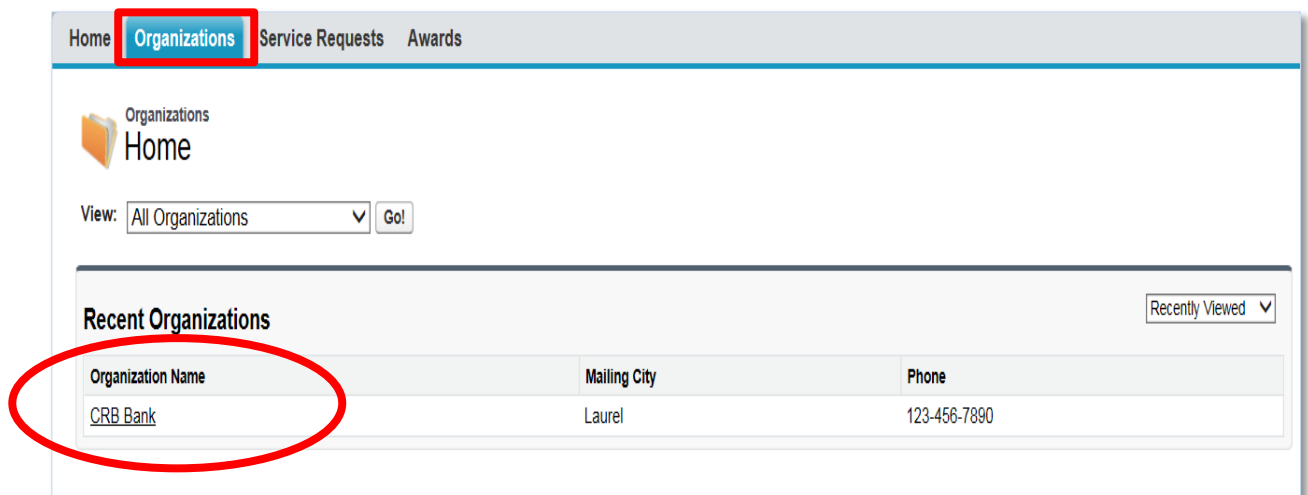
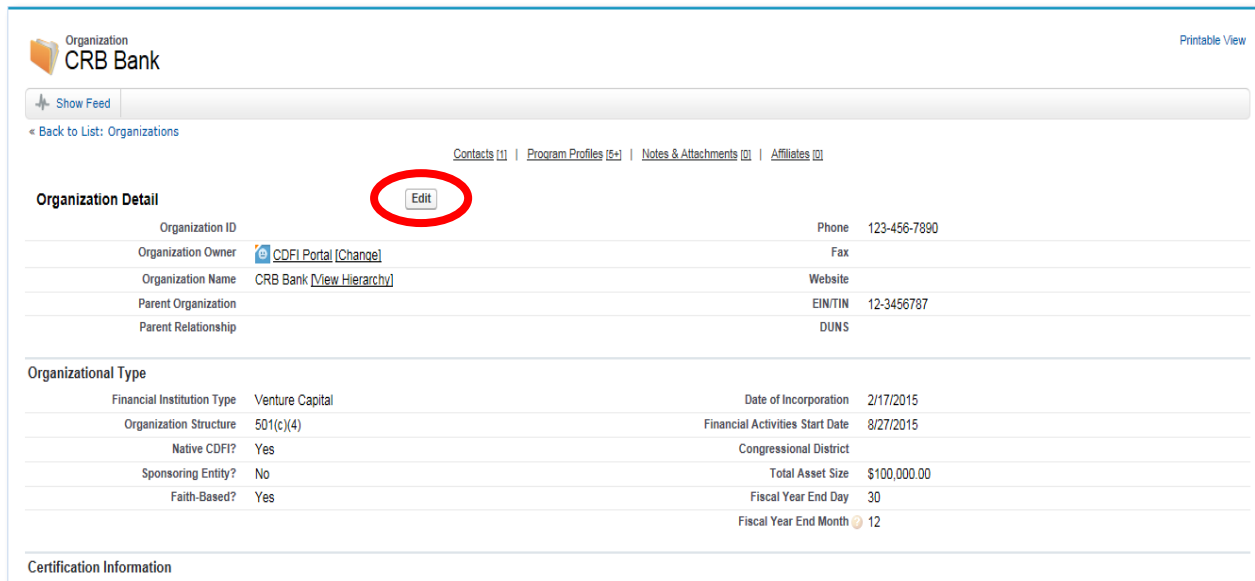


Figure 1. Organizations Home Page

3. Click the **Organization Name** link to access an Organization Profile.
4. From the Organization Detail page, click the **Edit** link to navigate to the Organization Edit page. (Note: If you do not see an Edit button, you may not have the permission to create and edit records. Please contact an administrator for your organization's AMIS account, if you require these capabilities.)



Organization
CRB Bank

Printable View

Show Feed

Back to List: Organizations

Contacts (1) | Program Profiles (5+) | Notes & Attachments (0) | Affiliates (0)

Organization Detail

[Edit](#)

Organization ID		Phone	123-456-7890
Organization Owner	CDFI Portal [Change]	Fax	
Organization Name	CRB Bank [View Hierarchy]	Website	
Parent Organization		EIN/TIN	12-3456787
Parent Relationship		DUNS	

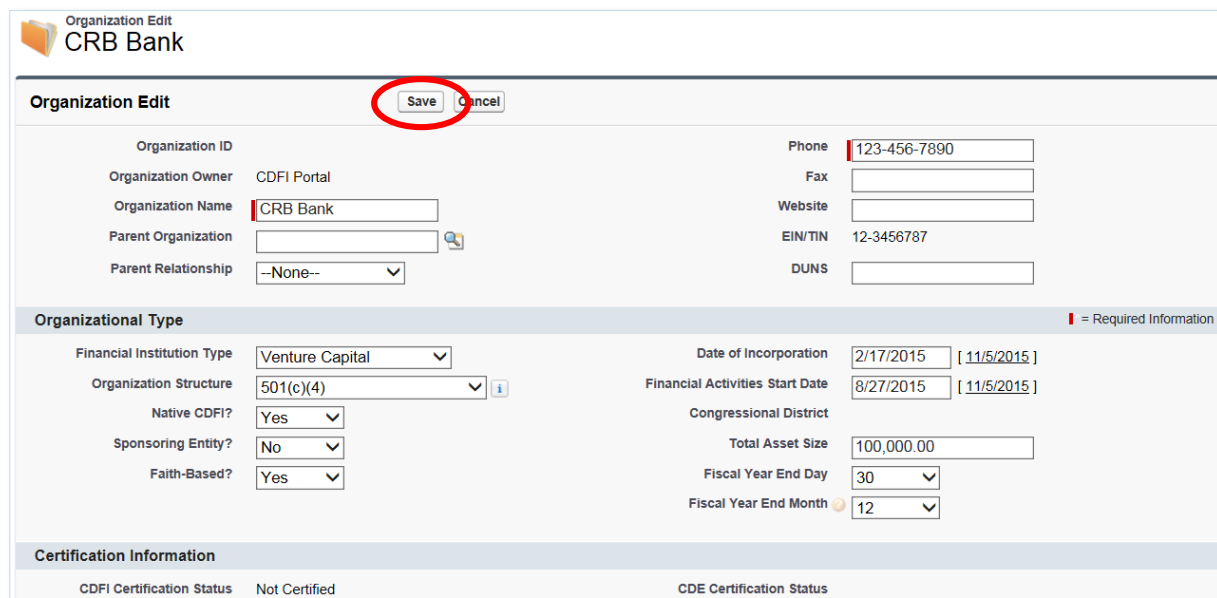
Organizational Type

Financial Institution Type	Venture Capital	Date of Incorporation	2/17/2015
Organization Structure	501(c)(4)	Financial Activities Start Date	8/27/2015
Native CDFI?	Yes	Congressional District	
Sponsoring Entity?	No	Total Asset Size	\$100,000.00
Faith-Based?	Yes	Fiscal Year End Day	30
		Fiscal Year End Month	12

Certification Information

Figure 2. Organization Detail Page

- Enter all the information on the page that has changed, e.g., address information, phone number, website.



Organization Edit
CRB Bank

[Save](#) [Cancel](#)

Organization ID		Phone	123-456-7890
Organization Owner	CDFI Portal	Fax	
Organization Name	CRB Bank	Website	
Parent Organization		EIN/TIN	12-3456787
Parent Relationship	--None--	DUNS	

Organizational Type

Financial Institution Type	Venture Capital	Date of Incorporation	2/17/2015 [11/5/2015]
Organization Structure	501(c)(4)	Financial Activities Start Date	8/27/2015 [11/5/2015]
Native CDFI?	Yes	Congressional District	
Sponsoring Entity?	No	Total Asset Size	100,000.00
Faith-Based?	Yes	Fiscal Year End Day	30
		Fiscal Year End Month	12

Certification Information

CDFI Certification Status	Not Certified	CDE Certification Status	
---------------------------	---------------	--------------------------	--

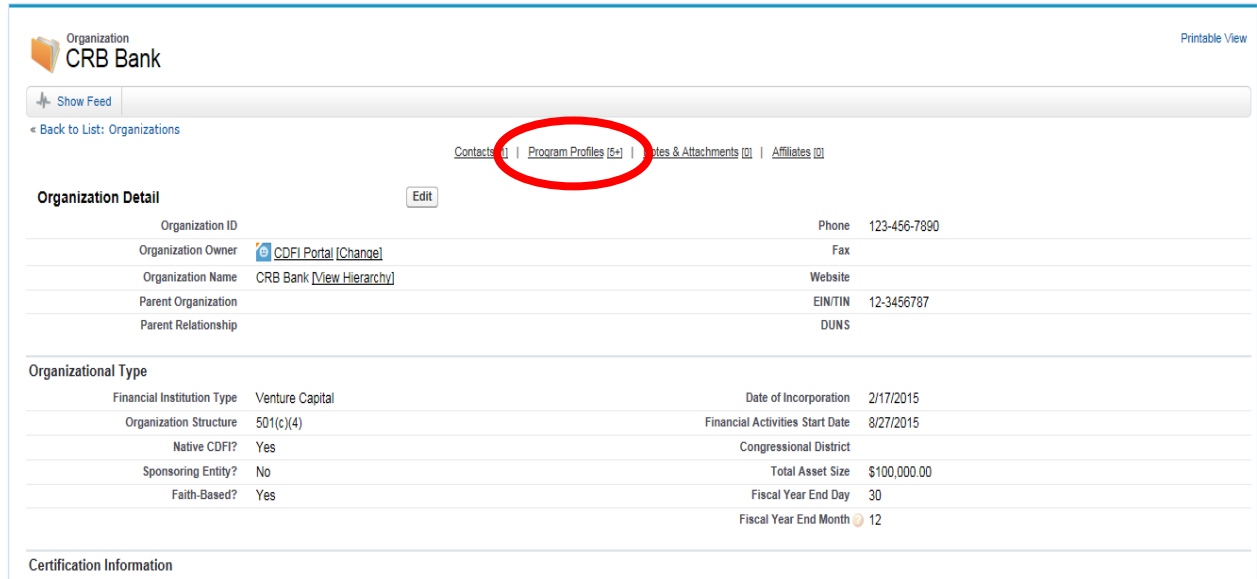
Figure 3. Organization Edit Page

- Click the **Save** button to save your work and return to the Organization Detail page.

2.1 Add/Update the Organization's Matching Funds Information

For 2015 CDFI/NACA Program award recipients, the matching funds section of the Program Profile allows you to submit your matching funds information to the CDFI Fund. To add information on matching funds:

1. From the Organization Detail page, click the **Program Profiles** link to navigate to the Program Profiles related list.



Organization
CRB Bank

Printable View

Show Feed

Back to List: Organizations

Contacts (1) | **Program Profiles (54)** | Notes & Attachments (0) | Affiliates (0)

Organization Detail Edit

Organization ID		Phone	123-456-7890
Organization Owner	CDFI Portal [Change]	Fax	
Organization Name	CRB Bank [View Hierarchy]	Website	
Parent Organization		EIN/TIN	12-3456787
Parent Relationship		DUNS	

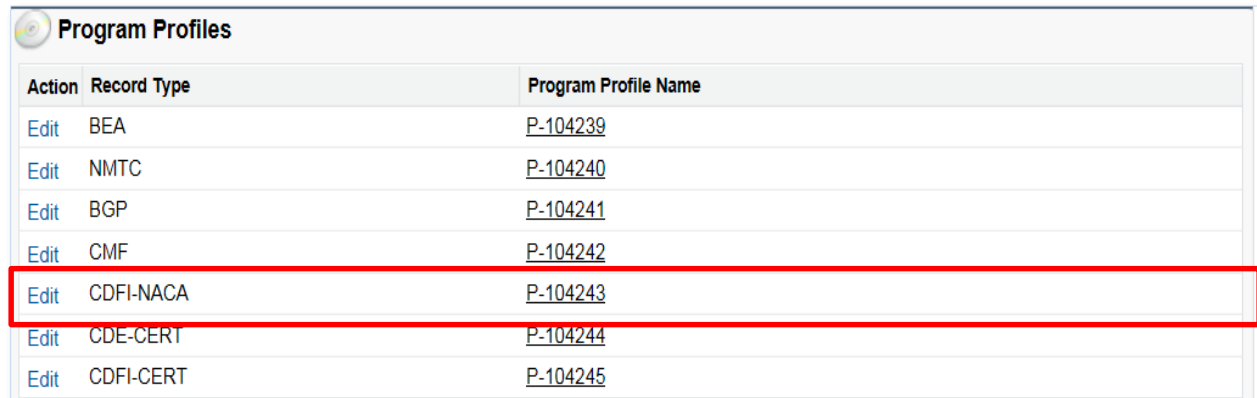
Organizational Type

Financial Institution Type	Venture Capital	Date of Incorporation	2/17/2015
Organization Structure	501(c)(4)	Financial Activities Start Date	8/27/2015
Native CDFI?	Yes	Congressional District	
Sponsoring Entity?	No	Total Asset Size	\$100,000.00
Faith-Based?	Yes	Fiscal Year End Day	30
		Fiscal Year End Month	12

Certification Information

Figure 4. Organization Detail Page

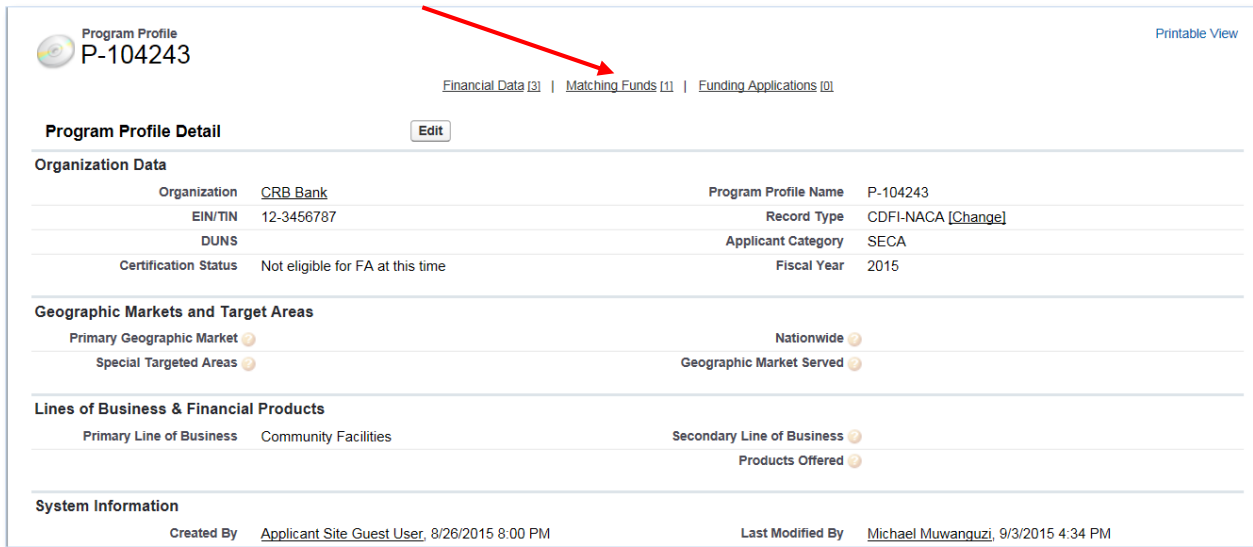
2. From the Program Profiles related list, click the **Program Profile Name** link for the CDFI/NACA Record Type to be forwarded to the Program Profile Detail page.



Action	Record Type	Program Profile Name
Edit	BEA	P-104239
Edit	NMTC	P-104240
Edit	BGP	P-104241
Edit	CMF	P-104242
Edit	CDFI-NACA	P-104243
Edit	CDE-CERT	P-104244
Edit	CDFI-CERT	P-104245

Figure 5. Program Profiles Related List

- From the Program Profile Detail page, click the Matching Funds link to navigate to the Matching Funds related list.



Program Profile P-104243 Printable View

[Financial Data \(3\)](#) | [Matching Funds \(1\)](#) | [Funding Applications \(0\)](#)

Program Profile Detail Edit

Organization Data

Organization	CRB Bank	Program Profile Name	P-104243
EIN/TIN	12-3456787	Record Type	CDFI-NACA [Change]
DUNS		Applicant Category	SECA
Certification Status	Not eligible for FA at this time	Fiscal Year	2015

Geographic Markets and Target Areas

Primary Geographic Market	Nationwide
Special Targeted Areas	Geographic Market Served

Lines of Business & Financial Products

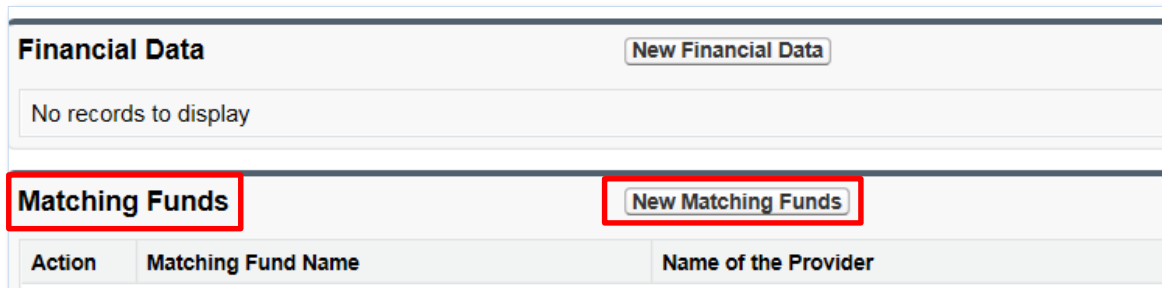
Primary Line of Business	Community Facilities	Secondary Line of Business	
		Products Offered	

System Information

Created By	Applicant Site Guest User, 8/26/2015 8:00 PM	Last Modified By	Michael Muwanquzi, 9/3/2015 4:34 PM
------------	--	------------------	-------------------------------------

Figure 6. Program Profile Detail Page

- From the Matching Funds related list, click the **New Matching Funds** button.



Financial Data New Financial Data


No records to display

Matching Funds New Matching Funds

Action	Matching Fund Name	Name of the Provider
--------	--------------------	----------------------

Figure 7. Matching Funds Related List

- You will be forwarded to the Select Matching Funds Record Type page, where you can select the type of matching funds to be added. The match information to be completed will change based on the type of match selected:



NOTE: There are three types of matching funds:

- Loan – Use this type to record match types of Loans.
- Other Fund Type – Use this type to record match types of Grants, In-Kind Contributions, Equity Investments, Secondary Capital, or Shares/Deposits.
- Retained Earnings – Use this type to record matches related to Retained Earnings.

2.1.1 Complete Matching Funds Information for Loans


To complete matching funds information for loans:

1. Select **Loan** from the Record Type of New Record drop-down menu and then click the **Continue** button.

Record Type Name	Description
Loan	Use this Type to record match types of Loans
Other Fund Type	Use this Type for ALL Matches for Grant, In-kind, Equity Investments, Secondary Capital
Retained Earnings	Use this Type to record Matches related to Retained Earnings

Figure 8. Select Matching Funds Record Type Page – Loan Type

2. You will be forwarded to the Matching Funds Edit page.
3. Complete the information on the page (fields highlighted in red are required):
 - a. Enter the Name of the Provider.
 - b. Select **Loan** from the Type drop-down menu.
 - c. Specify if the loan term is three or more years.



NOTE: Loans less than three years are not eligible as matching funds.

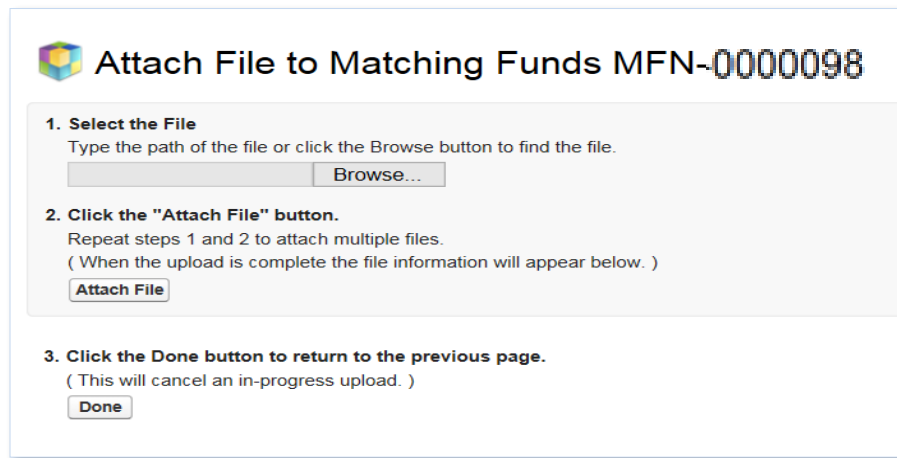
- d. Enter comments in the Comments text field, as necessary.
- e. Enter the matching funds amount next to the Amount \$ field.
- f. Select an activity from the Eligible FA Activity drop-down menu.

Figure 9. Matching Funds Edit Page – Loan Type

- Click the **Save** button to be forwarded to the Matching Funds Detail page. (Clicking the Save & New button saves the record and re-displays another blank form to create a new record. Use this button when you want to create multiple matching funds quickly.)

Figure 10. Matching Funds Detail Page – Loan Type

- From the Matching Funds Detail page, click the **Attach File** button under the Notes & Attachments related list to add matching funds documentation such as Promissory Notes and Loan Agreements. You will be forwarded to the Attach File to Matching Funds page.



Attach File to Matching Funds MFN-0000098

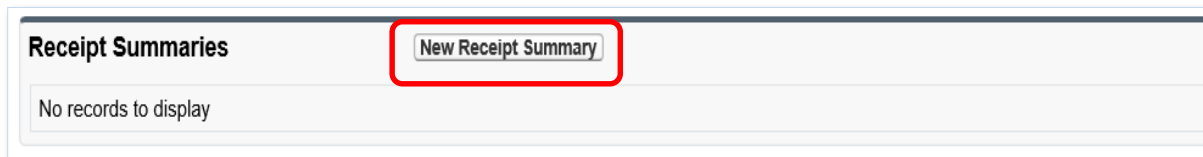
1. Select the File
Type the path of the file or click the Browse button to find the file.
 Browse...

2. Click the "Attach File" button.
Repeat steps 1 and 2 to attach multiple files.
(When the upload is complete the file information will appear below.)
Attach File

3. Click the Done button to return to the previous page.
(This will cancel an in-progress upload.)
Done

Figure 11. Attach File to Matching Funds Page – Loan Type

6. Follow the instructions on the page to attach a file:
 - a. Click the **Browse** button and select a file.
 - b. Click the **Attach File** button.
 - c. Click the **Done** button.
 - d. The attached file will be displayed under the Notes & Attachments related list.
7. From the Matching Funds Detail page, click the **New Note** button under the Notes & Attachments related list to add a note about the matching funds source and/or the attached documentation, if necessary.
8. Scroll down to the Receipt Summaries related list and click the **New Receipt Summary** button.




Receipt Summaries **New Receipt Summary**

No records to display

Figure 12. Receipt Summaries Related List

9. You will be forwarded to the Select Receipt Summary Record Type page.



NOTE: Receipt summary records are used to record and validate matching fund records claimed. You can enter more than one receipt summary for each matching fund source to demonstrate that funds are in-hand or committed and to indicate the amount of retained earnings that are available. Please note that the sum of all receipt summaries entered cannot exceed the amount entered in the Amount \$ field in the Matching Funds Detail section.

There are three receipt summary options to select from:

1. Committed – Use this option to record committed receipts not yet in-hand.
2. In-Hand – Use this option to record in-hand receipts.
3. Retained Earnings – Use this option to record the amount of available retained earnings.

10. Select a receipt summary option from the Record Type of New Record drop-down menu and then click the **Continue** button.

Record Type Name	Description
Committed	Please use this type to record committed receipts not yet in-hand
In-Hand	Use this Type record checks or wire transfers related to Other Fund Types
Retained Earnings	Use this type to record results of Retained Earning Calculations

Figure 13. Select Receipt Summary Record Type Page

11. You will be forwarded to the Receipt Summary Edit page.

Figure 14. Receipt Summary Edit Page – Loan Type

12. Complete the information on the page:
 - a. Enter the check or wire transfer amount in the Amount \$ field. (If the check/wire transfer amount entered is more than the amount entered in the Amount \$ field in the Matching Funds Detail section, you will receive an error message.)

Figure 15. Receipt Summary Edit Page – Error Message

- b. Enter the check/wire transfer number in the Check/Wire Transfer# field.
 - c. Enter the check date/wire transfer date in the Date of Receipt field.

13. Click the **Save** button to be forwarded to the Receipt Summary Detail page. (Use the Save & New button only if you want to enter another receipt summary for the same matching funds source quickly.)

Receipt Summary
RS-0000092

Printable View

✓ Receipt Summary has been saved.

Notes & Attachments [0]

Receipt Summary Detail

Matching Fund [MFN-0000098](#) Edit Delete Clone Hand [Change]

Receipt Summary ID RS-0000092

Amount \$ \$30,000.00

Check/Wire Transfer# 4321

Date of Receipt 10/6/2015

Created By Mechai Miller, 10/19/2015 3:30 PM

Notes & Attachments

New Note **Attach File** Edit Delete Clone

No records to display

Back To Top

Always show me more

Figure 16. Receipt Summary Detail Page – Loan Type

14. Click the **Attach File** button under the Notes & Attachments related list to attach documents related to loan receipts, such as copies of checks, wire transfers, bank statements, etc. You will be forwarded to the Attach File to Receipt Summary page.

Attach File to Receipt Summary RS-0000092

1. Select the File

Type the path of the file or click the Browse button to find the file.

Browse...

2. Click the "Attach File" button.

Repeat steps 1 and 2 to attach multiple files.

(When the upload is complete the file information will appear below.)

Attach File

3. Click the Done button to return to the previous page.

(This will cancel an in-progress upload.)

Done

Figure 17. Attach File to Receipt Summary Page – Loan Type

15. Follow the instructions on the page to attach a file:
- Click the **Browse** button and select a file.
 - Click the **Attach File** button.
 - Click the **Done** button.
 - The attached file will be displayed under the Notes & Attachments related list.
 - Repeat Steps 14-15 to attach all your receipts.
16. From the Receipt Summary Detail page, click the **link** next to the Matching Fund field to return to the Matching Funds Detail page.

Receipt Summary
RS-0000092

Attachment(s) added.

Back to Matching Funds: MFN-0000159

Notes & Attachments (2)

Receipt Summary Detail [Edit] [Delete] [Clone]

Matching Fund [MFN-0000155](#) [Change]

Receipt Summary ID RS-0000155

Amount \$ \$30,000.00

Check/Wire Transfer# 4321

Date of Receipt 10/26/2015

Created By Troy Hollenbaugh, 10/14/2015 10:10 AM [Change]

[Edit] [Delete] [Clone]

Notes & Attachments [New Note] [Attach File] [View All]

Action	Type	Title	Last Modified	Created By
Edit View Del	Attachment	Loan Deposit Print Screen.pdf	11/2/2015 11:43 AM	Troy Hollenbaugh

Figure 18. Receipt Summary Detail Page – Loan Type

17. The Matching Funds Detail page is displayed with the receipt summaries that you added. Click the **Program Profile** link to return to the Program Profile Detail page.

Matching Funds Detail [Edit] [Delete] [Clone] [Sharing]

Program Profile [P-104243](#) [Change]

Name of the Provider MLC Credit Union

Type Loan

Loan Term 3yrs+ ? Yes

Comments My comments for this matching type.

Amount \$ \$30,000.00

Eligible FA Activity Financial Products

Created By Mechai Miller, 10/8/2015 7:25 PM [Change]

[Edit] [Delete] [Clone] [Sharing]

Notes & Attachments [New Note] [Attach File] [View All]

Action	Type	Title	Last Modified	Created By
Edit View Del	Attachment	My Loan Agreements.docx	11/2/2015 11:43 PM	Mechai Miller

Receipt Summaries [New Receipt Summary]

Action	Receipt Summary ID	Check Amount	Check Number	Date of Receipt	Amount \$	FY	Record Type
Edit Del	RS-0000092	\$30,000.00	12000				In-Hand

Figure 19. Matching Funds Detail Page – Loan Type

18. The Program Profile Detail page is displayed with the matching funds that you have added. Scroll down to the Matching Funds related list.

Program Profile Detail [Edit]

Organization Data

Organization	CRB Bank	Program Profile Name	P-104243
EIN/TIN	12-3456787	Record Type	CDFI-NACA [Change]
DUNS		Applicant Category	SECA
		Fiscal Year	2015

Geographic Markets and Target Areas

Primary Geographic Market	Nationwide
Special Targeted Areas	Geographic Market Served

Lines of Business & Financial Products

Primary Line of Business	Community Facilities	Secondary Line of Business	
		Products Offered	

System Information

Created By: Applicant Site Guest User, 8/26/2015 8:00 PM
Last Modified By: Michael Mwanuzi, 9/3/2015 4:34 PM

Financial Data [Edit]

Action	Financial Data Name
[Edit] [Del]	FIN-00000010
[Edit] [Del]	FIN-00000013
[Edit] [Del]	FIN-00000015

Matching Funds [New Matching Fund]

Action	Matching Fund Name	Name of the Provider	Type	Matching Fund Amount
[Edit] [Del]	MFN-00000082	AU Funding	Grant	\$0.00
[Edit] [Del]	MFN-00000084	MC Credit Union	Loan	\$30,000.00

Funding Applications [New Funding Application]

No records to display

Figure 20. Program Profile Detail Page – Matching Funds Related List

2.1.2 Complete Matching Funds Information for Other Fund Types

To complete information on Grants, In-Kind Contributions, Equity Investments, Secondary Capital, or Shares/Deposits of any amount, you will use the Other Fund Type as the matching funds record type. To complete information on Grants, In-Kind Contributions, Equity Investments, Secondary Capital, or Shares/Deposits:

1. Ensure you are on the CDFI/NACA Program Profile Detail page. If you are not, follow Steps 1-5 in Section 2.
2. Scroll down to the Matching Funds related list on the Program Profile Detail page and then click the **New Matching Funds** button.

Matching Funds [New Matching Funds]

Action	Matching Fund Name	Name of the Provider	Type	Matching Fund Amount
[Edit] [Del]	MFN-00000098	MC Credit Union	Loan	\$30,000.00

Figure 21. Matching Funds Related List

3. You will be forwarded to the Select Matching Funds Record Type page. Select **Other Fund Type** from the Record Type of New Record drop-down menu and then click the **Continue** button.

Select Matching Funds Record Type

Select a record type for the new matching funds. To skip this page in the future, change your record type settings on your personal setup page.

Record Type of new record: **Other Fund Type**

Continue **Cancel**

Available Matching Funds Record Types

Record Type Name	Description
Loan	Use this Type to record match types of Loans
Other Fund Type	Use this Type for ALL Matches for Grant, In-kind, Equity Investments, Secondary Capital
Retained Earnings	Use this Type to record Matches related to Retained Earnings

Figure 22. Select Matching Funds Record Type Page – Other Fund Type

4. You will be forwarded to the Matching Funds Edit page.
5. Complete the information on the page:
 - a. Enter the Name of the Provider. This is a required field.
 - b. Select a type of matching funds from the Type drop-down menu. This is a required field.
 - c. Enter comments in the Comments text field, as necessary.
 - d. Enter the matching funds amount next to the Amount \$ field. This is a required field.
 - i. For Grants and In-Kind Contributions under \$50,000, enter the total amount for all of the under \$50,000 sources combined in the Amount \$ field and then complete and attach the spreadsheet “Matching Funds Under 50K” by clicking on the custom link found on the Matching Funds Detail page shown below.
 - ii. Attach the file using the Attach File function, i.e., if you have two Grants at \$20K each, enter \$40K in the Amount \$ field and complete the fields in the spreadsheet attachment for each \$20K source.
 - e. Select an activity from the Eligible FA Activity drop-down menu.

Matching Funds Edit

Save **Save & New** **Cancel**

Information

Program Profile: P-104243

Name of the Provider: BOA

Type: In-Kind

Comments: 250k developmental svcs funds

Amount \$: 250k

Eligible FA Activity: Development Services

Save **Save & New** **Cancel**

Figure 23. Matching Funds Edit Page – Other Fund Type

- Click the **Save** button to be forwarded to the Matching Funds Detail page. (Clicking the Save & New button saves the record and re-displays another blank form to create a new record. Use this button when you want to create multiple matching funds quickly.)

Matching Funds
MFN-0000154

Printable View

Matching Funds has been saved.

Matching Funds Detail

Program Profile: P-104243
Name of the Provider: BOA
Type: In-Kind
Comments: 250k developmental svcs fun
Amount: \$250,000.00
Eligible FA Activity: Development Services
Created By: Mechai Miller, 10/27/2015 1:54 PM
Custom Links: Matching Funds under 50K

Buttons: Edit, Delete, Clone, Sharing

Notes & Attachments
New Note, Attach File

Receipt Summaries
New Receipt Summary

Figure 24. Matching Funds Detail Page – Other Fund Type

- From the Matching Funds Detail page, click the **Matching Funds Under 50K** link to download a Matching Funds Under \$50K Template and click **Enable Editing** to enter the details of matching funds under \$50K.

PROTECTED VIEW Be careful—files from the Internet can contain viruses. Unless you need to edit, it's safer to stay in Protected View. Enable Editing

L14

UNITED STATES DEPARTMENT OF THE TREASURY
Community Development Financial Institutions (CDFI) Fund
FY 2015 CDFI & NACA Program Application
FINANCIAL ASSISTANCE
Grants and Contributions Under \$50,000

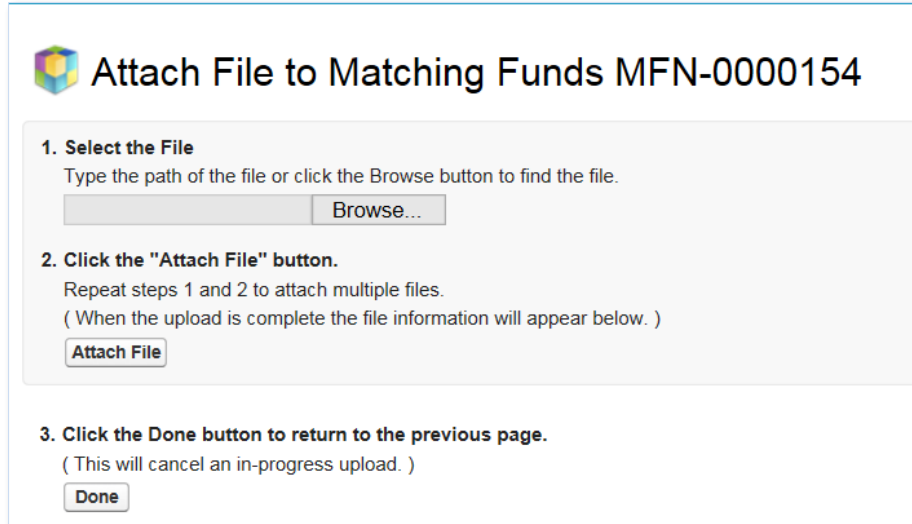
Documentation for Grants and In-Kind Contributions Under \$50,000

Directions: Please refer to Matching Funds Guidance Tab 12 to fill out this table. This Chart serves as the documentation for all grants and in-kind contributions below \$50,000. Acceptable Contact Data should include email address and/or phone number.

Source	Eligible FA Activity	Amount	Date	Contact Name:	Contact Email Address:	Contact Phone Number:
---	---	---	---	---	---	---
---	---	---	---	---	---	---
---	---	---	---	---	---	---
---	---	---	---	---	---	---
---	---	---	---	---	---	---
---	---	---	---	---	---	---
---	---	---	---	---	---	---
---	---	---	---	---	---	---
---	---	---	---	---	---	---
---	---	---	---	---	---	---

Figure 25. Custom Link - Matching Funds Under \$50K Template

8. From the Matching Funds Detail page, click the **Attach File** button under the Notes & Attachments related list to add the required documentation for the particular type of matching funds being submitted. You will be forwarded to the Attach File to Matching Funds page.



Attach File to Matching Funds MFN-0000154


1. Select the File
Type the path of the file or click the Browse button to find the file.
 Browse...

2. Click the "Attach File" button.
Repeat steps 1 and 2 to attach multiple files.
(When the upload is complete the file information will appear below.)
Attach File

3. Click the Done button to return to the previous page.
(This will cancel an in-progress upload.)
Done

Figure 26. Attach File to Matching Funds Page – Other Fund Type

9. Follow the instructions on the page to attach a file:
 - a. Click the **Browse** button and select a file.
 - b. Click the **Attach File** button.
 - c. Click the **Done** button.
 - d. The attached file will be displayed under the Notes & Attachments related list.



NOTE: It is possible for organizations to have a number of other fund types: Grants, In-Kind Contributions, Equity Investments, Secondary Capital, or Shares/Deposits. Only Grants and In-Kind Contributions under \$50K can be rolled up as one source. For everything else, a new record must be created for each source.

10. Scroll down to the Receipt Summaries related list and click the **New Receipt Summary** button.




Receipt Summaries **New Receipt Summary**

No records to display

Figure 27. Receipt Summaries Related List

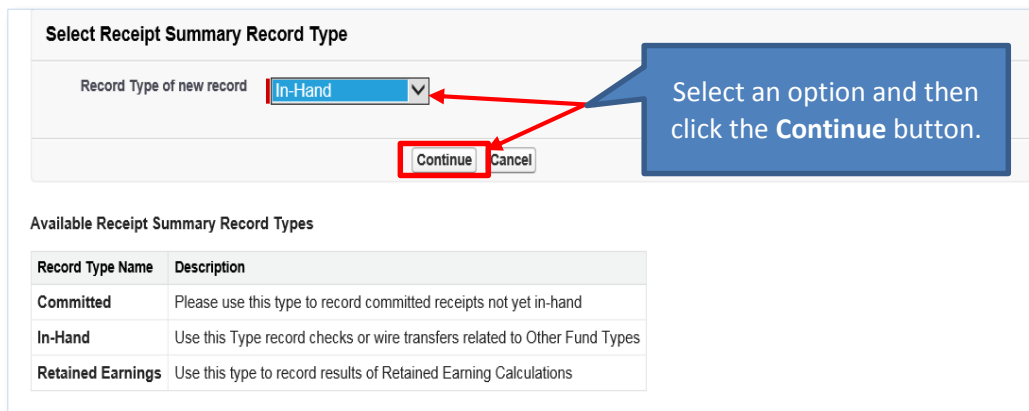
11. You will be forwarded to the Select Receipt Summary Record Type page.



NOTE: There are three receipt summary options to select from:

1. Committed – Use this option to record committed receipts not yet in-hand.
2. In-Hand – Use this option to record in-hand receipts for all matches of Grants, In-Kind Contributions, Equity Investments, Secondary Capital, or Shares/Deposits.
3. Retained Earnings – Use this option to record the amount of available retained earnings.

12. Select a receipt summary option from the Record Type of New Record drop-down menu and then click the **Continue** button.




Record Type Name	Description
Committed	Please use this type to record committed receipts not yet in-hand
In-Hand	Use this Type record checks or wire transfers related to Other Fund Types
Retained Earnings	Use this type to record results of Retained Earning Calculations

Figure 28. Select Receipt Summary Record Type Page

13. You will be forwarded to the Receipt Summary Edit page.
14. Complete the information on the page:
- a. Enter the check/wire amount in the Amount \$ field.
 - b. Enter the check/wire transfer number in the Check/Wire Transfer# field.
 - c. Enter the check date/wire transfer date in the Date of Receipt field.



Figure 29. Receipt Summary Edit Page – Other Fund Type



NOTE: For Grants and In-Kind Contributions under \$50K, enter the total amount of all funds under \$50K in the Amount \$ field.

- Use the custom link Matching Funds Under 50K, found on the Matching Funds Detail page, to list the details of these various receipts under \$50K and save the file.
- Attach this file to the Receipt Summary Detail page as proof of matching funds.

15. Click the **Save** button to be forwarded to the Receipt Summary Detail page. (Use the Save & New button only if you want to enter another receipt summary quickly.)

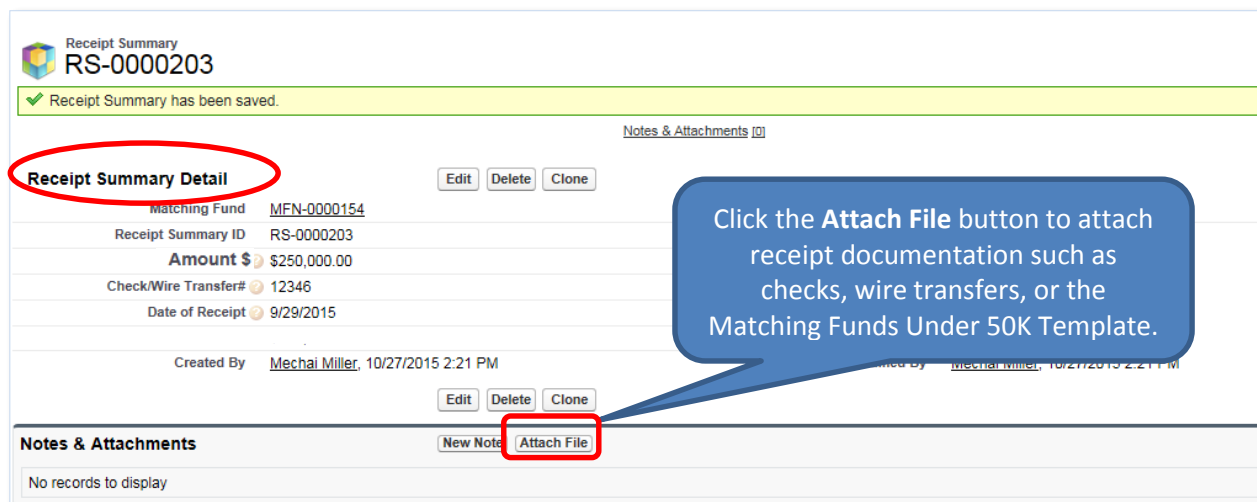


Figure 30. Receipt Summary Detail Page – Other Fund Type

16. Click the **Attach File** button under the Notes & Attachments related list to attach documents related to matching funds receipts. You will be forwarded to the Attach File to Receipt Summary page.

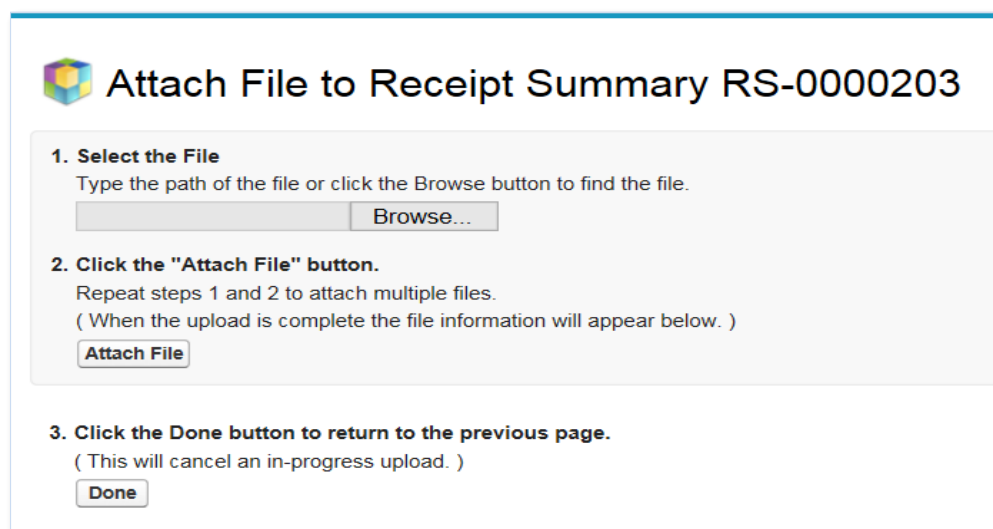


Figure 31. Attach File to Receipt Summary Page – Other Fund Type

17. Follow the instructions on the page to attach a file:
 - a. Click the **Browse** button and select a file.
 - b. Click the **Attach File** button.
 - c. Click the **Done** button.
 - d. The attached file will be displayed under the Notes & Attachments related list.
 - e. Repeat Steps 16-17 to attach all your receipts.
18. From the Receipt Summary Detail page, click the **link** next to the Matching Fund field to return to the Matching Funds Detail page.

Receipt Summary
RS-0000203

Printable View

✓ Receipt Summary has been saved.

Notes & Attachments [0]

Receipt Summary Detail

Matching Fund [MFN-0000154](#) Edit Delete

Receipt Summary ID RS-0000004

Check/Wire Transfer Amount \$250,000.00

Check/Wire Transfer# 12346

Date of Receipt 9/29/2015

Created By [Mechai Miller](#), 10/19/2015 8:19 PM Last Modified By [Mechai Miller](#), 10/19/2015 8:19 PM

Edit Delete Clone

Notes & Attachments New Note Attach File View All

Action	Type	Title	Last Modified	Created By
Edit View Del	Attachment	Check Deposit A.pdf	10/8/2015 9:44 PM	Mechai Miller

Figure 32. Receipt Summary Detail Page – Other Fund Type

19. The Matching Funds Detail page is displayed with the receipt summaries that you added. Click the **Program Profile** link to return to the Program Profile Detail page.

Matching Funds
MFN-0000154

Printable View

Notes & Attachments [0] | Receipt Summaries [1]

Matching Funds Detail Edit

Program Profile [P-104243](#) Other Fund Type [\[Change\]](#)

Name of the Provider BOA

Type In-Kind

Comments 250k developmental svcs funds

Amount \$ \$250,000.00

Eligible FA Activity Development Services

Created By [Mechai Miller](#), 10/27/2015 1:54 PM

Custom Links [Matching Funds under 50K](#)

Edit Delete Clone Sharing

Notes & Attachments New Note Attach File

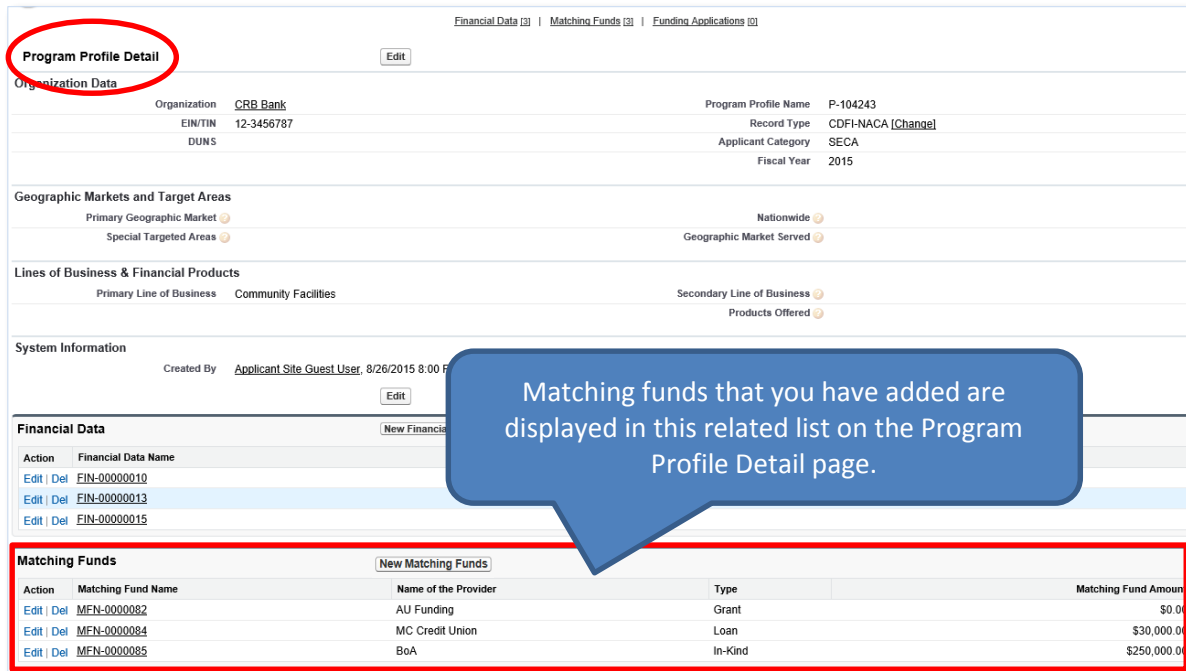
No records to display

Receipt Summaries New Receipt Summary

Action	Receipt Summary ID	Amount	Record Type
Edit Del	RS-0000203	\$250,000.00	In-Hand

Figure 33. Matching Funds Detail Page – Other Fund Type

20. The Program Profile Detail page is displayed with the matching funds that you have added. Scroll down to the Matching Funds related list.



Program Profile Detail [Edit]

Organization Data

Organization	CRB Bank	Program Profile Name	P-104243
EIN/TIN	12-3456787	Record Type	CDFI-NACA [Change]
DUNS		Applicant Category	SECA
		Fiscal Year	2015

Geographic Markets and Target Areas

Primary Geographic Market	Nationwide
Special Targeted Areas	Geographic Market Served

Lines of Business & Financial Products

Primary Line of Business	Community Facilities	Secondary Line of Business	
		Products Offered	

System Information

Created By: Applicant Site Guest User, 8/26/2015 8:00 PM [Edit]

Financial Data [New Financial Data]

Action	Financial Data Name
[Edit] [Del]	FIN-00000010
[Edit] [Del]	FIN-00000013
[Edit] [Del]	FIN-00000015

Matching Funds [New Matching Funds]

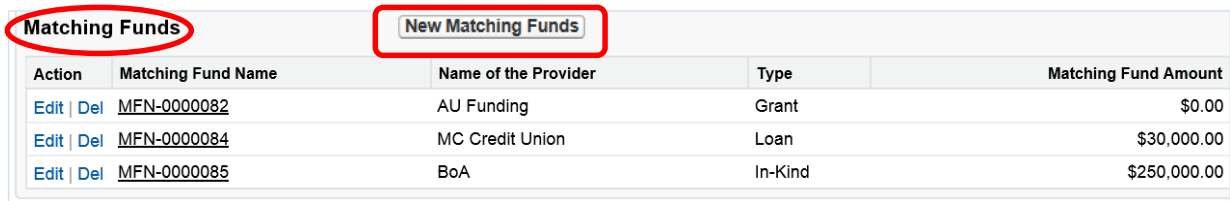
Action	Matching Fund Name	Name of the Provider	Type	Matching Fund Amount
[Edit] [Del]	MFN-00000082	AU Funding	Grant	\$0.00
[Edit] [Del]	MFN-00000084	MC Credit Union	Loan	\$30,000.00
[Edit] [Del]	MFN-00000085	BoA	In-Kind	\$250,000.00

Figure 34. Program Profile Detail Page – Matching Funds Related List

2.1.3 Complete Matching Funds Information for Retained Earnings

To complete information on matching funds for retained earnings:

1. Ensure you are on the CDFI/NACA Program Profile Detail page. If you are not, follow Steps 1-5 in Section 2.
2. Scroll down to the Matching Funds related list on the Program Profile Detail page and then click the **New Matching Funds** button.



Action	Matching Fund Name	Name of the Provider	Type	Matching Fund Amount
[Edit] [Del]	MFN-00000082	AU Funding	Grant	\$0.00
[Edit] [Del]	MFN-00000084	MC Credit Union	Loan	\$30,000.00
[Edit] [Del]	MFN-00000085	BoA	In-Kind	\$250,000.00

Figure 35. Matching Funds Related List

3. You will be forwarded to the Select Matching Funds Record Type page. Select **Retained Earnings** from the Record Type of New Record drop-down menu and then click the **Continue** button.

New Matching Funds
Select Matching Funds Record Type

Select a record type for the new matching funds. To skip this page in the future, change your record type page.

Select Matching Funds Record Type

Record Type of new record: **Retained Earnings** ▼

Continue **Cancel**

Available Matching Funds Record Types

Record Type Name	Description
Loan	Use this Type to record match types of Loans
Other Fund Type	Use this Type for ALL Matches for Grant, In-kind, Equity Investments, Secondary Capital
Retained Earnings	Use this Type to record Matches related to Retained Earnings

Figure 36. Select Matching Funds Record Type Page – Retained Earnings

4. You will be forwarded to the Matching Funds Edit page.
5. Complete the information on the page:
 - a. Select **Retained Earnings** from the Type drop-down menu. This is a required field.
 - b. Enter the total amount of retained earnings available in the Amount \$ field. This is a required field.
 - c. Enter comments in the Comments text field, as necessary.
 - d. Select an activity from the Eligible FA Activity drop-down menu. This is a required field.

Matching Funds Edit
MFN-0000139

Matching Funds Edit

Save **Save & New** **Cancel**

Information

Program Profile: **P-104243** x

Type: **Retained Earnings** ▼

Amount \$: **20,000.00**

Comments:

Eligible FA Activity: **Financial Services** ▼

System Information

Legacy Record ☐

Save **Save & New** **Cancel**

Figure 37. Matching Funds Edit Page – Retained Earnings

- Click the **Save** button to be forwarded to the Matching Funds Detail page. (Clicking the Save & New button saves the record and re-displays another blank form to create a new record. Use this button when you want to create multiple matching funds quickly.)

Matching Funds Detail [Edit] [Delete]

Program Profile: P-104243 [Change]

Type: Retained Earnings

Amount: \$20,000.00

Comments: Retained earnings comments

Eligible FA Activity: Financial Services

Created By: Mechai Miller, 10/8/2015 10:14 PM

Custom Links: [Retained Earning Calculator](#) [Edit] [Delete] [Clone] [Save]

Receipt Summaries [New Receipt Summary]

No records to display

Notes & Attachments [New Note] [Attach File]

No records to display

Figure 38. Matching Funds Detail Page – Retained Earnings

- Click the **Retained Earnings Calculator** link to download a Retained Earnings Template with formulas that you will use to calculate the retained earnings.

UNITED STATES DEPARTMENT OF THE TREASURY
Community Development Financial Institutions (CDFI) Fund
FY 2015 CDFI & NACA Program Application
FINANCIAL ASSISTANCE
Retained Earnings: Non-Regulated Entities

B1. Retained Earnings Calculator: Non-Regulated Entities

Line	Financial Data	2011	2012	2013	Notes/ Documentation
A	Total Income/Revenue				
B	LESS Income from Federal Sources (Itemize source and amount in the lines below. Add additional lines as necessary)	\$0	\$0	\$0	

Figure 39. Retained Earnings Template – Excel Workbook

- From the Matching Funds Detail page, click the **Attach File** button under the Notes & Attachments related list to add retained earnings documentation which may include audited financial statements. You will be forwarded to the Attach File to Matching Funds page.

Attach File to Matching FundsMFN-0000086

1. Select the File
Type the path of the file or click the Browse button to find the file.

2. Click the "Attach File" button.
Repeat steps 1 and 2 to attach multiple files.
(When the upload is complete the file information will appear below.)

3. Click the Done button to return to the previous page.
(This will cancel an in-progress upload.)

Figure 40. Attach File to Matching Funds Page – Retained Earnings


9. Follow the instructions on the page to attach a file:
 - a. Click the **Browse** button and select a file.
 - b. Click the **Attach File** button.
 - c. Click the **Done** button.
 - d. The attached file will be displayed under the Notes & Attachments related list.
10. Scroll down to the Receipt Summaries related list and click the **New Receipt Summary** button.

Receipt Summaries

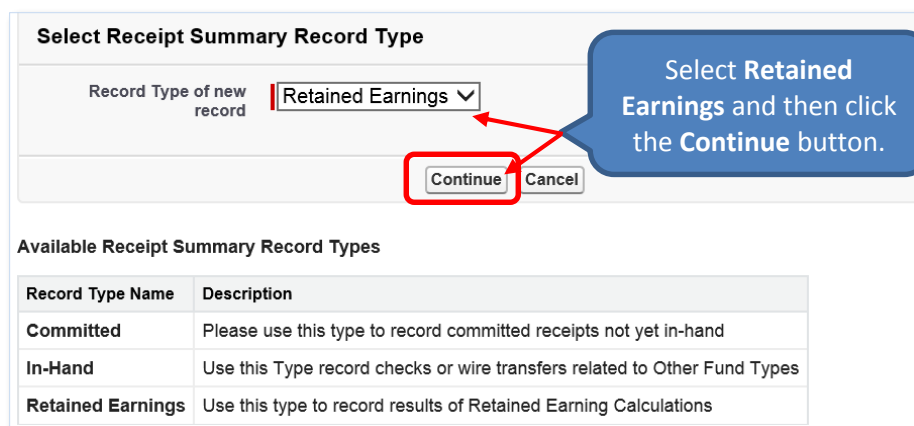
No records to display

Figure 41. Receipt Summaries Related List

11. You will be forwarded to the Select Receipt Summary Record Type page.

	NOTE: There are three receipt summary options to select from:
	1. <u>Committed</u> – Use this option to record committed receipts not yet in-hand.
	2. <u>In-Hand</u> – Use this option to record in-hand receipts for all matches of Grants, In-Kind Contributions, Equity Investments, Secondary Capital, or Shares/Deposits.
	3. <u>Retained Earnings</u> – Use this option to record the amount of available retained earnings.

12. Select **Retained Earnings** from the Record Type of New Record drop-down menu and then click the **Continue** button.



Select Receipt Summary Record Type

Record Type of new record: Retained Earnings ▼

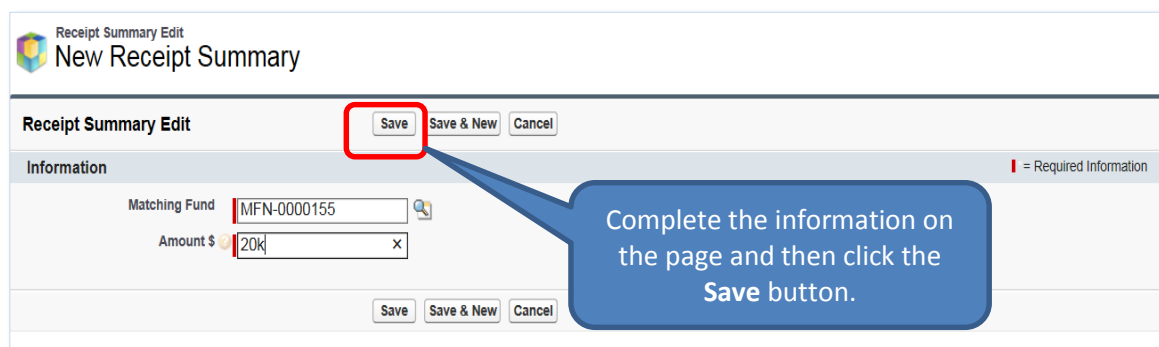
Continue Cancel

Available Receipt Summary Record Types

Record Type Name	Description
Committed	Please use this type to record committed receipts not yet in-hand
In-Hand	Use this Type record checks or wire transfers related to Other Fund Types
Retained Earnings	Use this type to record results of Retained Earning Calculations

Figure 42. Select Receipt Summary Record Type Page

13. You will be forwarded to the Receipt Summary Edit page.
14. Complete the information on the page: enter the amount of available retained earnings in the Amount \$ field.



Receipt Summary Edit
New Receipt Summary

Receipt Summary Edit Save Save & New Cancel

Information ! = Required Information


Matching Fund: MFN-0000155

Amount \$: 20k

Save Save & New Cancel

Figure 43. Receipt Summary Edit Page – Retained Earnings

15. Click the **Save** button to be forwarded to the Receipt Summary Detail page. (Use the Save & New button only if you want to enter another receipt summary quickly.)



NOTE: If there are retained earnings available for more than one fiscal year that falls within the matching funds window, enter separate Receipt Summary records for each fiscal year. For example, a recipient that needs to provide \$600,000 in additional matching funds has the following Retained Earnings Calculator results:

FY 2012 - \$150,000
FY 2013 - \$250,000
FY 2014 - \$350,000

The recipient would enter two separate Receipt Summary records including a record for \$250,000 for the retained earnings available from FY 2013 and another record for \$350,000 for the retained earnings available from FY 2014. (FY 2012 is not within the matching funds window for the FY 2015 funding round).

Receipt Summary
RS-0000204

✓ Receipt Summary has been saved.

Notes & Attachments [0]

Receipt Summary Detail

Matching Fund [MFN-0000155](#)

Receipt Summary ID RS-0000204

Amount \$ \$20,000.00

Created By [Mechai Miller](#), 10/27/2015 3:02 PM

Notes & Attachments

No records to display

Click this link to return to the Matching Funds Detail page.

Click the **Attach File** button to attach documents related to retained earnings.

Figure 44. Receipt Summary Detail Page – Retained Earnings

16. Click the **Attach File** button under the Notes & Attachments related list to attach the completed Retained Earnings Calculator spreadsheet. You will be forwarded to the Attach File to Receipt Summary page.

Attach File to Receipt Summary RS-0000204

1. Select the File

Type the path of the file or click the Browse button to find the file.

[Browse...](#)

2. Click the "Attach File" button.

Repeat steps 1 and 2 to attach multiple files.

(When the upload is complete the file information will appear below.)

[Attach File](#)

3. Click the Done button to return to the previous page.

(This will cancel an in-progress upload.)

[Done](#)

Figure 45. Attach File to Receipt Summary Page – Retained Earnings

17. Follow the instructions on the page to attach a file:
 - a. Click the **Browse** button and select a file.
 - b. Click the **Attach File** button.
 - c. Click the **Done** button.
 - d. The attached file will be displayed under the Notes & Attachments related list.
 - e. Repeat Steps 16-17 to attach all your receipts.
18. From the Receipt Summary Detail page, click the **link** next to the Matching Fund field to return to the Matching Funds Detail page.

Receipt Summary
RS-0000204

Notes & Attachments (1)

Receipt Summary Detail

Matching Fund [MFN-0000155](#) Edit Delete Clone Submit for Approval

Record Type Retained Earnings [\[Change\]](#)

Receipt Summary ID RS-0000204

Amount \$20,000.00

FY 2015

Total Val \$40,000.00

Created By [Mechai Miller](#) 10/27/2015 3:02 PM Edit Delete Clone Submit for Approval

Notes & Attachments New Note Attach File View All

Action	Type	Title	Last Modified	Created By
Edit View Del	Attachment	Retained Receipts.pdf.xlsx	10/27/2015 3:10 PM	Mechai Miller

Figure 46. Receipt Summary Detail Page – Retained Earnings

19. The Matching Funds Detail page is displayed with the receipt summaries that you added. Click the **Program Profile** link to return to the Program Profile Detail page.

Matching Fund Detail Edit Delete

Program Profile [P-104243](#)

Type Retained Earnings

Amount \$20,000.00

Comments Retained earnings comments

Eligible FA Activity Financial Services

Created By [Mechai Miller](#) 10/8/2015 10:14 PM

Custom Links [Retained Earning Calculator](#) Edit Delete Clone Sharing

Receipt Summaries New Receipt Summary

Action	Receipt Summary ID	Check Amount	Check Number	Date of Receipt	FY	Amount
Edit Del	RS-0000070				2015	\$10,000.00

Notes & Attachments New Note Attach File View All

Action	Type	Title	Last Modified	Created By
Edit View Del	Attachment	My Grant Agreements.docx	10/8/2015 10:31 PM	Mechai Miller

Figure 47. Matching Funds Detail Page – Retained Earnings

20. The Program Profile Detail page is displayed with the matching funds that you have added. Scroll down to the Matching Funds related list.

Financial Data (3) | Matching Funds (4) | Funding Applications (0)

Program Profile Detail [Edit](#)

Organization Data

Organization	CBB Bank	Program Profile Name	P-104243
EIN/TIN	12-3456787	Record Type	CDFI-NACA Change
DUNS		Applicant Category	SECA
		Fiscal Year	2015

Geographic Markets and Target Areas

Primary Geographic Market	Nationwide
Special Targeted Areas	Geographic Market Served

Lines of Business & Financial Products

Primary Line of Business	Community Facilities	Secondary Line of Business	
		Products Offered	

System Information

Created By: Applicant Site Guest User 15:43:34 PM

Financial Data

Action	Financial Data Name
Edit Del	FIN-00000010
Edit Del	FIN-00000013
Edit Del	FIN-00000015

Matching Funds [New Matching Fund](#)

Action	Matching Fund Name	Name of the Provider	Type	Matching Fund Amount
Edit Del	MFN-00000082	AU Funding	Grant	\$0.00
Edit Del	MFN-00000084	MC Credit Union	Loan	\$30,000.00
Edit Del	MFN-00000085	BoA	In-Kind	\$250,000.00
Edit Del	MFN-00000086		Retained Earnings	\$0.00

Figure 48. Program Profile Detail Page – Matching Funds Related List

21. If you can see your matching funds in the Matching Funds related list, this is confirmation that your matching funds information has been submitted to the CDFI Fund for review. You will be contacted if the information submitted is not complete or if any other questions arise.